Full-Time Athletic Field Supervisor

Streamwood Park District

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Closing Date:
Salary: $25+/hour DOQ

Description:
Job Summary
Under the direction and supervision of the Superintendent of Recreation, Athletic Fields Supervisor is responsible for supervising seasonal staff and performing a variety of athletic field maintenance, park maintenance, turf maintenance, horticulture, forestry, custodial and recreation support activities. This position will also work with and report to the Parks Manager for resources and equipment. This is a hands-on position with a majority of time to be spent working in the field. The Athletic Fields Supervisor is on call as needed, supervising and leading seasonal employees. This is an at-will position.

Qualifications/Education
Must have a High School Diploma or equivalent.
Preference given to candidates with an Associates' Degree in the related field such as: Turf Management, Horticulture, Urban Forestry or a related field.
Minimum of three (3) years of experience in related field or an equivalent combination of education and experience.
Must have a valid Illinois Driver's License.
Must possess a valid State of Illinois Pesticide Operator's License or must have ability to obtain within six (6) months of hiring. The District will cover costs associated with training and licensing.
Must be CPR and AED certified within six (6) months of hiring. The District will cover costs associated with training and licensing.

Essential Duties & Responsibilities
Employee is responsible for supervising seasonal staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition and discipline.
Employee is responsible for all athletic field maintenance throughout the District, including ballfield preps, soccer field creation, line painting, and turf maintenance.
Employee must work cooperatively with the Recreation Department to ensure all fields are prepped to the correct specifications.
Employee must assist the Recreation Department in Special Event setup, execution, and cleanup.
Employee must organize, prioritize and direct multiple projects, labor and equipment needs.
Employee must document labor-hours and materials used on work orders to specific job

requirements.
Employee must demonstrate, lead and support the Park District's mission statement, vision and core values.
Employee must establish, support and maintain collaborative efforts with internal and external customers and organizations.
Employee must assist in managing overall work plan of park maintenance.
Employee must apply herbicides, fungicides and pesticides to destroy undesirable growth and pests.
Employee must perform ornamental horticulture maintenance which includes, but is not limited to planting trees, watering, fertilizing, flower bed arrangement, tree removal and other horticulture as needed.
Employee must prepare, maintain, and execute the District turf maintenance program.
Employee must maintain the trails, which includes, but is not limited to debris removal, grading and renovation.
Employee must clean and maintain any and all park pavilions, restrooms and other assigned buildings.
Employee must maintain grounds through litter pickup, recycling and other activities.
Employee is responsible for, but not limited to, managing the safety and cleanliness of property and equipment by identifying, repairing and inspecting park facilities, equipment and property from wear, damage, vandalism, etc.
Employee will perform various maintenance operations to park grounds, including, but not limited to controlled prairie burns and maintenance.
Employee must adhere to safety policies and procedures as outlined in the safety manual.
Employee must operate snow removal equipment on District roads, parking lots, common sidewalks
Employee must operate District equipment for the purposes of, but not limited to hauling gravel and debris.
Employee is responsible for maintaining and repairing all aspects of park buildings and facilities, which include, but are not limited to carpentry, plumbing, electrical, masonry and painting.
Employee is responsible for the operation and preventive maintenance of Park District vehicles, tractors, ground equipment, implements and ensuring it is performed and reported. The maintenance may include, but is not limited to washing, checking fluids and any other maintenance as needed.
Employee must maintain a pro-active approach to safety and risk management and perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program and manual.
Employee must be able to regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.
Employee must perform all other duties as assigned.

Secondary Duties & Responsibilities
Employee is responsible for supervising part-time and seasonal employees for other duties including, but not limited to recreation programs and special events as needed.
Employee must have the ability to accurately determine and perform minor mechanical repair needs and estimate the time required to complete repairs.
Employee must be able to attend workshops and seminars pertaining to employee's position, as needed, for new ideas, developments and techniques.
Employee must arrange facilities for recreation programs and special events as needed.
Employee may be required to work special events from time to time at nights and on weekends.

Cognitive Considerations
Employee must have knowledge and skill in aspects of construction, maintenance and repair of building structures, park facilities and hard sufaces.
Employee must be able to follow directions and communicate in English both verbally and in writing.
Employee must have the ability to read and understand materials, such as complex service manuals, wiring diagrams and maintenance and operators' manuals printed in English.

Employee must be able to make decisions objectively based on customer service and fiscal constraint.
Employee is responsible for keeping organized records and reports.

Environmental & Physical Demands
Employee will be required to work both inside and outside during various environmental conditions, such as, but not limited to rain and mud, extremely hot and cold temperatures, exposure to dust, fumes, dirt, noise, insect bites, and exposure to hazardous chemicals.
Frequent operation and handling of assigned equipment, which may include, but is not limited to tractors, heavy equipment, trucks, and automotive equipment.
Employee must have the physical agility to maintain mobility from site to site and be able to perform heavy manual tasks (a thorough pre-employment physical examination will be required after conditional job offer).
Employee may perform duties which include, but not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.

Psychological Considerations
Employee must be able to work independently in day-to-day operations with general direction of the Superintendent of Recreation.
Employee must have the ability to delegate work, where appropriate, in order to accomplish work most effectively.
Employee must demonstrate leadership qualities to perform required work.
Employee must be able to work in a team atmosphere, while promoting the Park District's mission statement, vision and core values.
Employee must have the ability to maintain self-control and composure in difficult situations.
Employee must have the ability to recognize priorities and meet deadlines.
Employee must have the ability to receive constructive criticism and/or supervision.
Employee must have the ability to be flexible and adaptable to new situations.
Employee must possess enthusiasm and drive with a desire to accomplish goals and objectives.

Hourly Non-Exempt IMRF Eligible
CURRENT PAY RANGE: $25.00+ per hour depending on qualifications.

Benefits
Please see applicable benefits at: SPD-PayTransparency-WebsiteDisclosure-2025.pdf

Apply
https://www.applitrack.com/streamwood/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=382&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1

The Streamwood Park District is an equal opportunity employer.